**Instructions for Submitting SI Applications**

1. **Download the SI Agreement form on the Center for Student Success Website**

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1. **Fill out the Applications and Save it to your Computer** (in a place where you know where to find it)
2. **Click on Upload Application link on the Center for Student Success Website**

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1. **After clicking “Link to Submit Request”, you will need to enter your username and password.**

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1. **Click New Document on the SharePoint site**

**DO NOT DRAG DOCUMENT,**

**PLEASE CLICK NEW DOCUMENT (as shown below)**

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1. **Click Browse to search for document where you saved the SI Agreement**

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1. **Find saved SI Agreement and Click Open**

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1. **Click Ok.**

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1. **Fill out the following form and Insert your Name on the Name Field.** (James Pond – instead of Instructor Name)
2. **Click Submit at the bottom of the form.**

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1. **Click OK on Final Screen to Submit Application and close the web browser.**

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